



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, JAPAN  
UNIT 45006  
APO AREA PACIFIC 96343-5006

COMMAND POLICY

60

IMPC-JA-MWB-L

21 October 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Distinguished Visitors Quarters Reservation Policy

1. PURPOSE: To define the responsibilities and procedures for making reservations in the Distinguished Visitors Quarters (DVQ).
2. REFERENCE: Army Lodging Standard Operating Procedures Section A and B, May 2006, US Army Community & Family Support Center, Army Lodging Directorate.
3. APPLICABILITY: This policy applies to all sponsors and guests making reservations with Zama Lodging.
4. POLICY/PROCEDURES:
  - a. Building 550, Washington Hall is designated as the DVQ for Camp Zama Lodging. There are presently 12 DVQ rooms in Zama Lodging. Rooms 203 and 204 are designated as General Officer (GO) quarters and Room 206 as the GO aide's quarters.
  - b. The DVQ is not designed for extended stay guests. Stays in the DVQ should not exceed seven days.
  - c. Children of all ages are not allowed in the DVQ.
  - d. Management may fill unoccupied DVQ rooms for two nights or less in order to maintain Army Lodging occupancy standards.
  - e. The maximum amount of people in one room is three adults. This means that one queen-size bed will be shared and the sofa. Roll-away beds are not available in the DVQ.
  - f. The following is the Priority of Assignment:
    - (1) Officers in the rank of Colonel (O6) and above, equivalent grade DoD civilians and the Sergeant Major of the Army on TDY status.

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(2) Officers/Enlisted Aides to General Officers and civilians as required by Protocol or the Command on TDY status.

(3) O5s, E9s and civilian equivalents (GS-14 or higher) on TDY.

(4) Officers, Senior Enlisted and civilians on PCS-Out with less than five nights.

(5) Authorized Leave-Status and retired military personnel.

g. The reservations clerk will work closely with the installation Protocol Office and the Lodging Manager when making reservations for the DVQ. When protocol requirements do not exist, the DVQ may be assigned to eligible guests in accordance to the Priority of Assignment above. The General Manager of Lodging will have final determination as to who is authorized.

5. This command policy supersedes USAG-J Command Policy 60, 25 Aug 04.

6. This command policy will remain in effect until superseded or rescinded.

//ORIGINAL SIGNED BY//  
ROBERT M. WALTEMEYER  
COL, SF  
Commanding

DISTRIBUTION:

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